

B-631



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OF-0241-87  
29 September 1987

MEMORANDUM FOR: Director of Logistics

25X1 FROM:

[Redacted]  
Acting Director of FinanceSUBJECT: New Headquarters Building and Office of Finance  
Location

1. Since our meeting 24 September we've studied the impact of Mr. Donnelly's decision that the Office of Finance, along with all other DA components, locate only those units in the New Headquarters Building, NHB, which directly serve the needs of the other occupants. We've also reviewed your proposal that OF be allocated [Redacted] workstations, [Redacted] square feet, on the sixth floor-south tower, and that this space be used to locate our Commercial Systems Audit and Audit and Certification Divisions adjacent to those elements of your Procurement Division you will also be moving to the NHB. Before describing our recommendations on the best locations for this Office I want to quickly mention our deep regret that this Office is not going to be centralized on the compound. As I mentioned to you, we had already begun planning for various organizational as well as procedural changes in anticipation of both our centralization at Headquarters and the near concurrent implementation of certain of our ongoing automation efforts, including CLAS/BARS. These now will require certain modifications to ensure that we can still achieve many of the planned benefits - in spite of the geographic fracturing of the Office.

2. Since part of our planning for our location to the NHB had included several functional realignments and centralizations we need only build on those to comply with Donnelly's directive. There are certain of our financial services, [Redacted] field funding support and our External Support Staff which clearly and uniquely support Headquarters (DO) compound occupants, there are certain functions such as voucher audit and claims processing/payment, as well as accounting control which serve the needs of occupants located at both the NHB and [Redacted] there are certain functions such as central accounting, systems development, and management which ideally should be located, if not on, at least, in proximity to either compound. So far as your specific suggestion concerning Audit and Certification and Commercial Systems Audit Divisions, we intend to locate elements of both those Divisions which interact with Procurement Division elements programmed to move to Headquarters in the sixth floor space as part of the Headquarters Compound Financial Support/Services Group. Others will be located [Redacted] along with other finance units comprising the [Redacted] Financial Support/Services Group to provide similar "close support" to their customers [Redacted]

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25X1 3. While we have not finalized all the implementation details needed  
25X1 to give effect to Mr. Donnelly's goal, initially at least we believe  
25X1 the [ ] workstations you've offered us will adequately accommodate the  
25X1 Headquarters' compound requirement. We estimate our [ ] requirement will  
25X1 be no less than [ ] workstations plus file and equipment space. These represent  
25X1 the requirements for the respective Compound Financial Support/Services  
25X1 Groups. Additionally we require approximately [ ] workstations for the  
25X1 central Office located ideally [ ]  
[ ] My staff and myself are available to  
meet with you to work out details on this proposal.



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